**COUNTY OF SAN DIEGO**
**Great Government Through the General Management System – Quality, Timeliness, Value**
**DEPARTMENT OF HUMAN RESOURCES**

**CLASS SPECIFICATION**                                   **CLASSIFIED**

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| **LATENT PRINT EXAMINER** | **Class No. 005745** |
| **SENIOR LATENT PRINT EXAMINER** | **Class No. 005760** |

■ **CLASSIFICATION PURPOSE**

To perform latent (partial) print analysis and comparison work; to determine latent print usability for entry into Sheriff's Automated Latent Print System; and to perform related work.

■ **DISTINGUISHING CHARACTERISTICS**

Positions in this class series are non-sworn and are allocated only to the Sheriff's Department Crime Laboratory. This class series differs from the Forensic Documents Examiner class series in that the latter is responsible for identifying handwriting, mechanical impressions, authenticity of signatures, and alterations in documents, while the former analyzes and compares latent prints for the identification of persons.

Latent Print Examiner:

This is the journey-level class in this series. Under general supervision, incumbents perform latent print analysis and determine usability for entry into the Sheriff's Automated Latent Print System.

Senior Latent Print Examiner:

This is the lead-level class in this series. Under direction, incumbents provide technical guidance and leadership to the others in the latent print analysis and perform the most difficult latent print examination.

■ **FUNCTIONS**

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Latent Print Examiner:

Essential Functions:

1.   Determines if latent prints recovered from crime scenes are usable for comparison to known prints of individuals and/or for entry into the Automated Latent Print System (ALPS).

2.   Retrieves completed images from the ALPS system.

3.   Screens a list of candidates from ALPS system.

4.   Requests known prints of possible candidates for comparison to latent prints.

5.   Performs fingerprint comparisons utilizing magnifying glasses and photographic equipment.

6.   Makes final determination as to the identity of prints.

7.   Establishes, verifies, or excludes identifications by examining the ridge detail present in the latent print(s) and comparing it to the ridge detail present in the known prints.

8.   Obtains major case prints by applying a thin coat of printers ink to the fingers, palms of the hand or sole of the feet of individuals and transferring the ridge detail to standard fingerprint cards.

9.   Maintains chain of custody for latent and known prints.

10.  Operates ALPS equipment.

11.  Establishes and maintains a database of latent prints using the ALPS equipment.

12. Prepares written reports describing the examiner's latent print findings.

13. Provides information to interdepartmental representatives, Local and State law enforcement agencies.

14. Prepares court exhibits.

15. Testifies in court as an expert witness in all aspects of latent print methodology and identification.

16. Gives oral presentations.

17. May assist in collecting, identifying, and preserving latent prints at crime scenes.

18. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Senior Latent Print Examiner:

Essential Functions:

All the functions listed above and:

1. Oversees assignments and unit casework.

2. Reviews casework backlog and coordinates duties and responsibilities of unit personnel.

3. Reviews and approves completed unit casework reports.

4. Provides technical guidance and training to laboratory personnel engaged in latent print examination.


■ **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

The following apply to both classes:

– Latent Print comparison and identification techniques.
– Methods and procedures of automated latent print analysis and matching.
– Standard terminology used to describe latent print details.
– Data processing and automated latent print identification systems.
– Photographic techniques, equipment and documentation used in latent print examinations.
– Development and preservation of latent prints.
– Inking process and techniques used in major print taking.
– Standard office equipment, including computer terminals and printers.
– Effective case files, office practices and procedures.
– County customer service objectives and strategies.

Skills and Abilities to:

The following apply to both classes:

– Recognize latent print forms and patterns.
– Analyze and accurately trace latent prints.
– Operate photographic equipment.
– Compare and accurately identify latent prints by comparing latent prints to known candidate prints.
– Manage a large workload and meet specified deadlines.
– Maintain records, latent prints and latent print database files.
– Comprehend and retain factual information pertaining to laws, statutes, policies, and accurately apply what is learned.
– Take major prints.
– Establish and maintain cooperative-working relationships with those contacted in the course of work.
– Testify in court.
– Communicate effectively orally and in writing.
– Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
– Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
– Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
– Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Senior Latent Print Examiner (in addition to the above):

–       Provide technical guidance and training to laboratory staff engaged in latent print examination.
–       Review the work of other Latent Print Examiners.


■ **EDUCATION/EXPERIENCE**

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Latent Print Examiner:

1.     A bachelor's degree or higher from a U.S. accredited college or university, or certified equivalency for foreign studies in forensics, administration of justice, evidence technology, biology, chemistry, or a closely related field, **which must have included one (1) year of internship with a law enforcement agency in latent print development or with a law enforcement agency analyzing fingerprints for identification;** OR

2.     An associates degree from a U.S. accredited college or university, or certified equivalency for foreign studies, in administration of justice, evidence technology, biology, chemistry, or a closely related field; **AND at least one (1) year** of experience with a law enforcement agency in latent print development, **AND at least one (1) year** of experience with a law enforcement agency in analyzing fingerprints for identification; OR

3.     Four (4) years of experience with a law enforcement agency analyzing fingerprints for identification.

Senior Latent Print Examiner:

1.     A bachelor's degree or higher from a U.S. accredited college or university, or certified equivalency for foreign studies, in forensics, administration of justice, evidence technology, biology, chemistry, or a closely related field; AND two (2) years of experience as a Latent Print Examiner with the County of San Diego or in an equivalent class in another law enforcement agency; OR

2.     An associate's degree or higher from a U.S. accredited college or university, or certified equivalency for foreign studies, in forensics, administration of justice, evidence technology, biology, chemistry, or a closely related field; AND at least two (2) years of experience with a law enforcement agency in latent print development, AND at least two (2) years of experience with a law enforcement agency in analyzing fingerprints for identification; OR

3.     Six (6) years of combined experience with a law enforcement agency in latent print development or with a law enforcement agency analyzing fingerprints for identification.


■ **ESSENTIAL PHYSICAL CHARACTERISTICS**

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.


■ **SPECIAL NOTES, LICENSES, OR REQUIREMENTS**

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Incumbents are required to use their eyes extensively to examine latent prints for fine differences. Work involves periodic exposure to caustic chemicals in a laboratory environment. Some evening and weekend work may be required and may include participation at crime scenes.

Background Investigation

Must have a reputation for honesty and trustworthiness.  Felony convictions will be disqualifying.  Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency.  Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of twelve (12) months (Civil Service Rule 4.2.5).

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| Latent Print Examiner  (Class No. 005745) | Union Code:  PS | Variable Entry:  Y |
| Senior Latent Print Examiner  (Class No. 005760) | Union Code:  PS | Variable Entry:  Y |